Your Norstar M7208 telephone

Display shows the time, date, call information and guides you while using Norstar* features.

**Indicators**
appear beside active lines and features.

**Feature button**
starts or ends a feature.

**Release button**
cancels active calls.

**Hold button**

**Dial pad**

**Volume control**

**Memory and line buttons**
are buttons with indicators for one touch dialing, feature operation or line access.

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* Meridian and Norstar are trademarks of Northern Telecom.

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**Button Inquiry**
Confirm that your memory and line buttons have the correct snap-on caps by checking their programming.
1. Release all calls and open lines with dial tone.
2. Press Feature.  
3. Press the button you want to check.
4. Read the display.
5. Press Feature when finished.

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**Adjusting display contrast**
1. Press Feature.
2. Press a number on the dial pad for the contrast level you want, the higher the number the higher the contrast level.

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**Selecting a Ring Type and volume level**
1. Press Feature.
2. Press 1, 2, 3 or 4 to hear the different types of rings.
3. While the telephone is ringing, press — to adjust the volume.
4. Press Feature to store the ring.

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**Adjusting receiver or telephone speaker volume**
1. Press — when using the receiver or the speaker.

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**Important**: All M7208 telephones Release 16 (REL 16) and higher comply with the Americans with Disabilities Act (ADA). See the label on the bottom of the telephone for the Release marking.

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### Making calls

#### About line buttons
Norstar systems can have different types of line buttons. Match the line buttons on your telephone with the ones below for instructions on how to use them.

<table>
<thead>
<tr>
<th>Button Type</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| **Internal calls using Intercom buttons** | 1. Pick up the receiver.  
2. If appears beside an Intercom button, then dial.  
OR Press an Intercom button without , then dial. |
| **External calls using numbered Line buttons** | 1. Pick up the receiver.  
2. When appears beside a numbered Line button, then dial.  
OR Press a numbered Line button without , then dial. |

**Note:** Internal numbers are supplied by your System Coordinator.

<table>
<thead>
<tr>
<th>Number Example</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| **Internal calls using extension buttons** | 1. Pick up the receiver.  
2. When appears beside an extension button, then dial. |
| **External calls using extension buttons** | 1. Pick up the receiver.  
2. When appears beside the extension button, dial  · (or your system’s external line access code) and the number. |

#### Holding Calls
1. Press . The ♦ flashes beside the line on hold.  
2. Press the line button with the flashing to return to the call.  
   Check the display for confirmation or additional information.

**Automatic hold**
Calls are put on hold automatically when you switch from one line to another.

#### Handsfree
This button operates the telephone’s built-in microphone and speaker in place of the receiver. Your System Coordinator can program Handsfree to your telephone.

**Making calls**
1. Press instead of picking up the receiver.

**Switching between Handsfree and handset**
1. Press and replace the handset to switch to Handsfree.  
2. Pick up the receiver to switch back.

**Using Mute**
1. Press to turn the microphone OFF.  
2. Press again to turn the microphone ON.

#### Dialing without lifting the handset
1. Press a line button without , then dial your call.  
2. When answered, pick up the receiver, or press .  
3. If the call is not answered, or the line is busy, press .
Programming memory buttons

About memory buttons

Memory buttons are the buttons with indicators other than line or Handsfree buttons. Memory buttons store telephone numbers or feature codes to give you one touch dialing or feature activation. You can change what a memory button does by just programming it with a new number or feature. You cannot program a line or Handsfree button.

Remember: Press Feature [ ] to check a memory or line button.

Programming memory buttons

External autodial
1. If you are on a call or an open line with dial tone, press Hold or [Ris].
2. Press Feature [ ]
3. Press a memory button.
4. Dial the external number.
5. Press Hold to store the number.
6. Label your new button.

Internal autodial
1. If you are on a call or an open line with dial tone, press Hold or [Ris].
2. Press Feature [ ]
3. Press a memory button.
4. Dial the internal number.
5. Label your new button.

Features
1. If you are on a call or an open line with dial tone, press Hold or [Ris].
2. Press Feature [ ]
3. Press a memory button.
4. Press Feature and the feature code.
5. Label your new button.

Erasing memory buttons
1. If you are on a call or an open line with dial tone, press Hold or [Ris].
2. Press Feature [ ]
3. Press the memory button you want to erase.
4. Press Hold to erase the button.